

Create or edit a user

The **Create a User** and **Edit a User** features allow an admin to add or edit new users to the system and define their access and responsibilities.

How to create a user

1. Navigate to the **People** link in the header.
 2. Click the **Create a User** button.
 3. Fill in the required information.
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Required information

When creating a user, the following details are requested:

1. **First Name** – the user's given name.
 2. **Last Name** – the user's family name.
 3. **Email Address** – used for login and communication.
 4. **Security Role** – defines the user's level of access within the platform. See the [User permissions](#) section for details.
 5. **Groups** – assign the user to one or more groups.
 - Currently, there is only one group: **Body Corporate Committee**.
 - If this box is checked, the user will appear in the **Committee Members** list.
 6. **Units** – assign the user to **any number of units**:
 - The user may **not be linked** to any unit,
 - **Linked to a single unit**, or
 - **Linked to multiple units**.
 - The user can be assigned to existing units or an admin user can create a new one during the process.
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What happens next

- After the user is created, an **automatic email** is sent to them.

- This email allows the new user to **finalise their account creation**, set a password, and access the platform.
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Key points

- Security roles control what the user **can see and do**.
 - Groups help manage user's responsibilities.
 - Linking users to units allows them to view **unit-specific contributions**.
 - Admins can **edit or remove users** later if needed.
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